

# Instructions for Form EX-1

## Declaration of Exemption for Residents of Harrisburg

### General Instructions

You must be a resident of Harrisburg to use this form.

If you were a wage-earner, were self-employed, owned rental property, or derived any other city taxable income, you are not exempt from the annual filing requirement and may not use this form.

**Line 1:** If you were under the age of eighteen (18) for the entire year in question, indicate so by filling in your date of birth. This exemption must be accompanied by proof of age (e.g. a photocopy of a birth certificate or driver's license).

**Line 2:** If you were retired during the year in question, receiving only pension income, and do not anticipate deriving any city taxable income, indicate so by filling in the date of your retirement. Those individuals of or near retirement age who received only city nontaxable income (e.g. interest, dividends) may also claim this exemption by filling in the date that the individual discontinued earning city taxable income.

**Line 3:** If the taxpayer did not reside in the municipality for which the exemption is being claimed at all during the year in question, indicate so by filling in the date the taxpayer moved out of the municipality.

**Line 4:** If the taxpayer in question is deceased, the executor of the taxpayer's estate should indicate the taxpayer's date of death.

**Line 5:** If the taxpayer is not retired but did not receive any city taxable income for the year in question, indicate so by checking Box 5 and describing the nature of the income in the space provided. This exemption is for one year only and Form EX-1 must be completed for each subsequent applicable year.

**Line 6:** If the taxpayer was an active member of the U.S. Armed Forces for the entire year in question, indicate so by checking Box 6. This exemption is for one year only and Form EX-1 must be completed for each subsequent applicable year.

**Line 7:** If the taxpayer anticipates or has filed jointly with his/her spouse, indicate so by filling in the name of the spouse. If in a subsequent year, a married couple elects to file separately, it shall be the responsibility of each spouse to obtain and file a return.

In all cases where the taxpayer is eligible for exemption, the taxpayer should provide his/her social security number, name, address and phone number.

**THIS EXEMPTION FORM IS NOT VALID AND WILL NOT BE PROCESSED WITHOUT THE TAXPAYER'S SIGNATURE.**

Completed EX-1 forms should be directed to:

Columbus Income Tax Division  
50 W. Gay Street, 4th Floor  
Columbus, Ohio 43215-9037

**Our web address is: [www.columbustax.net](http://www.columbustax.net)**

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